

MICHIGAN STATE **UNIVERSITY**

DATE: February 18, 2019

TO: Elc Estrera, MuckRock News, Dept. MR 68479 – 68479-37236852@requests.muckrock.com

FROM: Rebecca Nelson, Director and Freedom of Information Act (FOIA) Officer
Michigan State University FOIA Office *Rebecca Nelson*

SUBJECT: FOIA Extension Notice



**FREEDOM OF
INFORMATION ACT
OFFICE**

**Michigan State
University**

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Room 1 Olds Hall
East Lansing, MI 48824
517-353-3929
Fax: 517-353-1794
foia@msu.edu
<http://foia.msu.edu>

This is written with regard to the FOIA request that you emailed to this Office on February 8, 2019.

A public body must respond to a Michigan Freedom of Information Act (MIFOIA) request within five (5) business days after it receives that request. However, the MIFOIA also permits the public body to obtain additional time to complete its response to an MIFOIA request by issuing a notice to the requester extending the response deadline by up to ten (10) additional business days. This communication serves as notice that in order to process your MIFOIA request thoroughly, additional time is required. Therefore, the period of time for the University's response to your MIFOIA request is hereby extended by ten (10) additional business days. The University will respond to your request on or before Monday, March 4, 2019.

It may be determined that failing to assess fees for the processing of your request would result in an unreasonably high cost to the University. If so, under Section 4(2) of the MIFOIA, a fee estimate notice will be sent to you asking if you wish to pursue the processing of your request, and requiring a specified deposit to do so. Pursuant to Section 4(4) of the MIFOIA, the University's procedures and guidelines for processing MIFOIA requests can be found at <http://foia.msu.edu>.

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